

POSITION: OFFSET PRESS OPERATOR/PHOTOGRAPHER

BASIC FUNCTION OF POSITION

Under the supervision of the Printshop supervisor, sets up and operates offset presses to print post-produced publications, as well as occasional materials such as invitations or flyers. Cleans and oils equipment and assists chief pressman as necessary.

Working with the Arts and Graphic Assistant, operates the Graphic Arts Camera and develops film for making the screened negatives used in U.S. Government publications. Responsible for Photo Lab maintenance and inventory of photo lab chemical and photo paper supplies.

MAJOR DUTIES AND RESPONSIBILITIES

1. Under the supervision of the Printshop Supervisor, sets up and operates various types of offset presses to print post-produced publications, as well as occasional materials such as invitations and flyers. Insures that all equipment is regularly and properly oiled and cleaned. In a timely manner, reports to the Printshop Supervisor on need for major repairs and replacement parts to ensure continuous operation of the Printshop. ves as a back-up for the chief pressman during his absence. ...60%
2. Working with the Arts and Graphic Assistant, readies artwork for shooting in accordance with schedule prepared by the senior FSN Printshop Supervisor, and operates the Graphic Arts camera. Processes and develops films for the screened negatives used in USIS publications, such as the bimonthly Lin Yaung Chi USA, the monthly American Mosaic, the biweekly American Newsletter, books in the Book Translation Program, etc. ..40%